

**SOUTHERN UNIVERSITY BATON ROUGE**  
**PROCEDURES AND PROTOCOL**  
**FACULTY AND STAFF REPORTING – COVID-19 CASES**

When there is a student that either reveals that he or she has tested positive or displays symptoms, the following steps should be taken:

1. The student should be directed to complete the Student Incident Form at [subr.edu/studenthealthcenter](http://subr.edu/studenthealthcenter).
2. The Instructor should report the incident to the respective Dean, Chair or appointee.
3. The faculty member should call the health center, identify as such, indicate that they are calling regarding a “person of interest” and ask to speak to a nurse. This designation will indicate that it is a COVID-19 related call. The health center number is 225-771-4770. If after 5PM, please send an email to [studenthealthcenter@subr.edu](mailto:studenthealthcenter@subr.edu) and complete step 4.
4. The Class Roster (only students attending that day) should be sent to the Student Health Center at [studenthealthcenter@subr.edu](mailto:studenthealthcenter@subr.edu). A representative from Student Affairs will inform the students in the class of the potential exposure

**FAILURE TO COMPLY WITH HEALTH GUIDELINES**

**If a student fails to adhere to the requirements during a class, instructors should take the following steps:**

- Remind the student of the requirement and the safety rationale. Inform student to get a mask from the Student Union/SGA office. Provide a University provided mask to the student, if available. Ask the student to comply.
- Remind the student that their non-compliance is a violation of class requirements and of the Student Code of Conduct and ask that the student comply.
- Ask the student to either comply or to leave the classroom immediately.
- If the student fails to comply or leave, assess the situation, and utilize discretion to determine whether class should continue.
- Should an emergency develop that cannot be resolved by classroom dismissal, please call Public Safety at 225-771- 2770 for assistance.

**After class, instructors should:**

- **For students who failed to comply:** Immediately file a report with the Dean of Students (DOS). The DOS will alert the student that he or she will not be allowed to return to class until the matter is addressed through the University conduct process.

**Email:** [DOS@subr.edu](mailto:DOS@subr.edu)

**Web page :** <http://www.subr.edu/form/36>

**Phone Number:** 225-771-2505

- **For students who initially violated the requirement, but who chose to comply when addressed:** Consider an email or other communication to remind the student of the requirement for future classes, but also to allow the student to explain the initial failure to comply in a way that might help mitigate it in the future.
- **Immediately communicate a class dismissal to your academic unit leader** (i.e., department head, director of academic affairs, or director) and, as soon as possible, produce a written record of the facts.

All Southern University and A&M College students must comply with this policy. However, if a student indicates that compliance with this policy is not possible due to medical reasons, the student must contact the Office of Disability Services to request an accommodation. The Office of Disability Services is in A. C. Blanks Hall, Office # 246.

**Phone:** (225) 771-3546

**Email:** [ods@subr.edu](mailto:ods@subr.edu)

**Website:** [www.subr.edu/ods](http://www.subr.edu/ods)